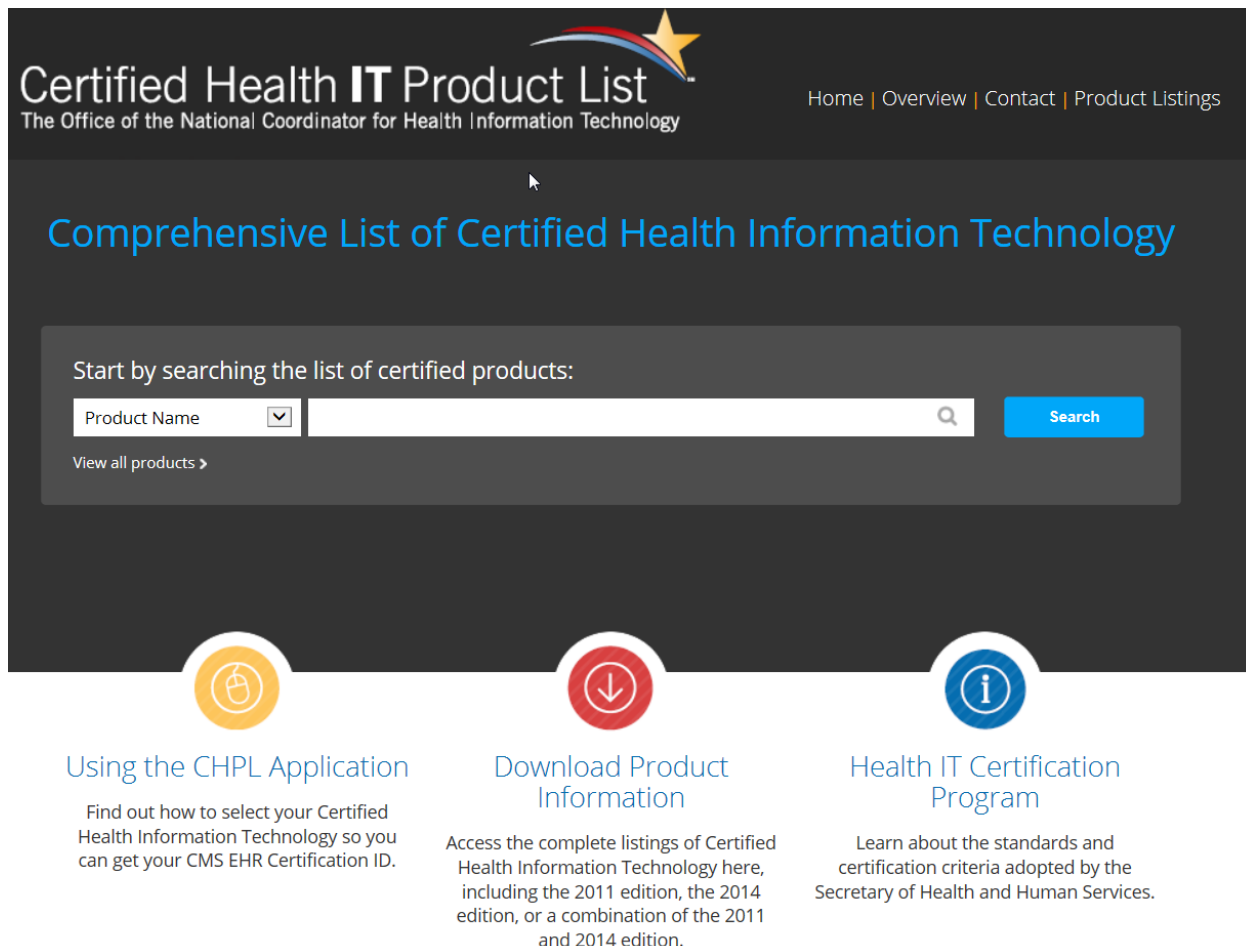# Generating a Certified EHR Technology (CEHRT) ID number through the Certified Health IT Product List (CHPL) site

There is a new user interface for the CHPL website that features an updated design and streamlined operations. This document will detail the updated workflow

Go to the Certified Health IT Product List (CHPL) site: http://oncchpl.force.com/ehrcert

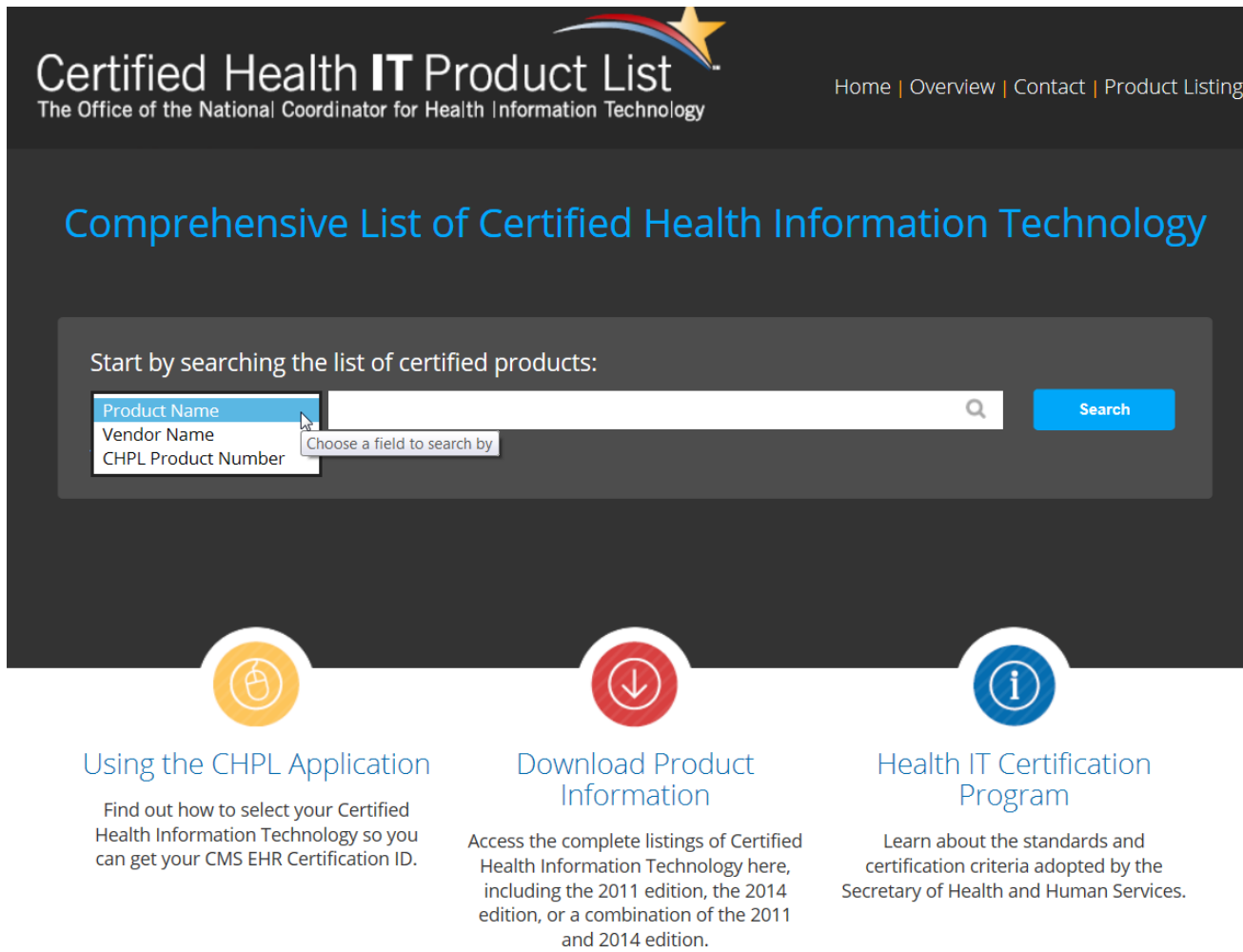This is the interface of the newly designed site

HOW TO OBTAIN CMS EHR CERTIFICATION ID
This section will detail how eligible hospitals and providers can obtain a CMS EHR Certification ID number in the new site. There are four steps necessary to obtain a CMS EHR Certification ID once the user has accessed the CHPL website:

1. Product Search
2. Select Products
3. Review Progress
4. Obtain CMS EHR Certification ID

STEP 1: PRODUCT SEARCH

There are three main search options available on the CHPL. First, you can search by *Product Name*, *Vendor Name*, *or CHPL Product Number*. If you choose not to search, but would rather like to browse all certified products, click the 'View All Products' option underneath the main search area. With any of the search options, the CHPL will display the first 10 products, listed alphabetically by product name. Once the list of products displays in the search results window, the user can sort the list by any of the available column headings.
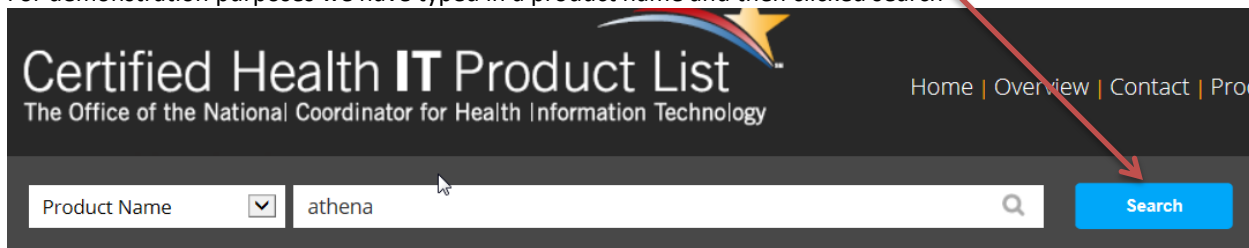

SEARCH RESULTS

There are several filters available on the left side navigation on the search results screen. This feature allows the user to filter the search results in real time according to the following filtering criteria:

1. Certification Edition
2. Practice Type
3. Classification
4. Certified Criteria
5. Certified CQMs

For demonstration purposes we have typed in a product name and then clicked search

STEP 2: SELECT PRODUCT(S)

1. Once the user has identified a Certified Health IT product for selection, through any of the search options, they will click the check box next to the product name to finalize its selection.
2. Once this box is checked, the product progress drop down window will display from the top of the screen. This product progress window will automatically and dynamically update with products that are added or removed from selection while on the CHPL. If your CEHRT has multiple products you will repeat the search steps and add the additional product to the progress window.
3. To minimize the progress window, click the up arrow.
4. Products can be added or removed at any time. In order to successfully remove a product which has been added while in the progress window, click the red X icon located next to the product's name.

STEP 3: REVIEWING THE PROGRESS
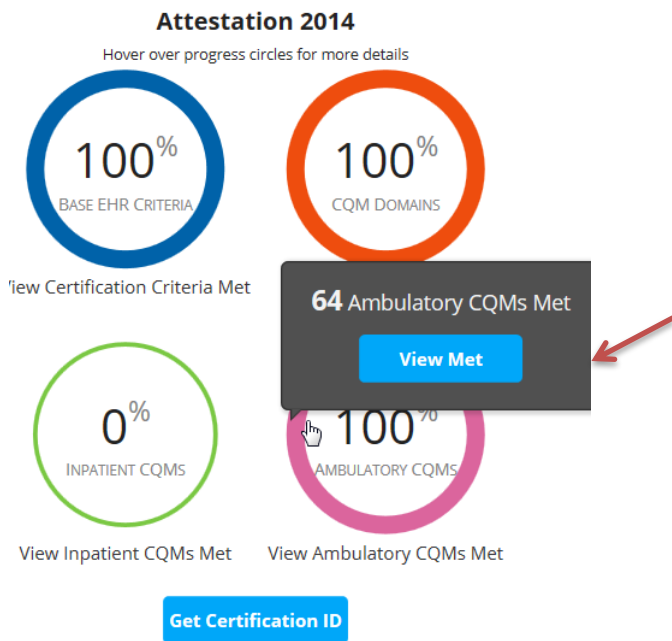
The user can check their progress as described below.

Once a product has been selected, the user can select 'View Progress' to view the Progress page and view current status in relation to meeting necessary requirements to obtain a CMS EHR Certification ID. This page lists all certified products that have been selected. The Attestation indicators help the user view what certification criteria the selected products have fulfilled. All necessary criteria must be fulfilled before the user can obtain the CMS EHR Certification ID.
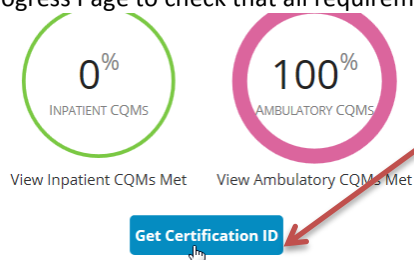
Hover over the progress circles to see details for each section

STEP 4: OBTAIN CMS EHR CERTIFICATION ID

Once the user has fulfilled the criteria necessary for attestation, the CHPL website will activate the '**Get Certification ID**' button and the CHPL will generate and display a CMS EHR Certification ID which is representative of the combination of products selected (some CEHRT will have only one product).

Clicking this button is the only way to receive the CMS EHR Certification ID. If the button can't be clicked, the user should check the Progress Page to check that all requirements have been met.
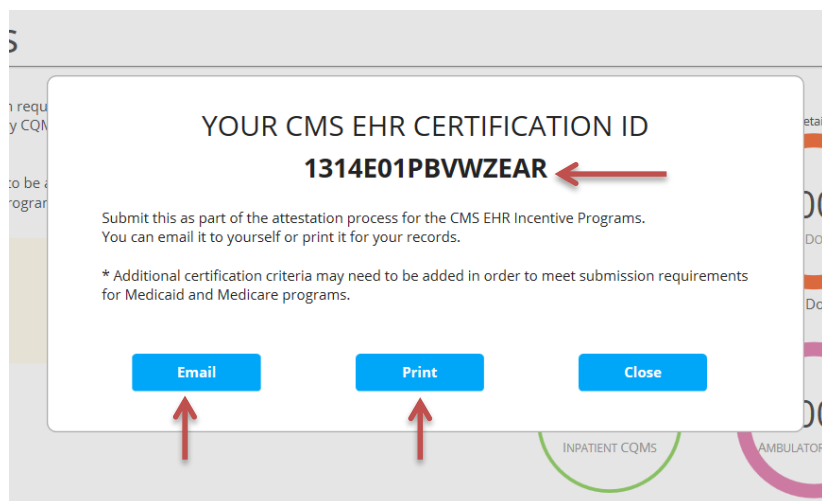
Once the ID is generated a user can email or print the number for their records and safe keeping. The number is not saved on the CHPL, so if a user needs to re-create the number for any reason all of the previously selected products must be selected again to generate the CMS EHR Certification ID again.

What is the difference between a CHPL Product Number and a CMS EHR Certification ID?

A CMS EHR Certification Identification Number is a number generated by the CHPL site used for reporting to CMS for Meaningful Use attestation. It represents a product or combination of products in the CHPL.

A CHPL Product Number identifies a single certified health IT product listed on the CHPL site. A unique CHPL Product Number is assigned to each certified product by the certifying ONC-ACB . The CHPL Product Number is distinct from (i.e. NOT) the CMS EHR Certification Identification Number used for reporting to CMS.

Below is where you can find the CHPL product number once you have selected a product on the CHPL site.